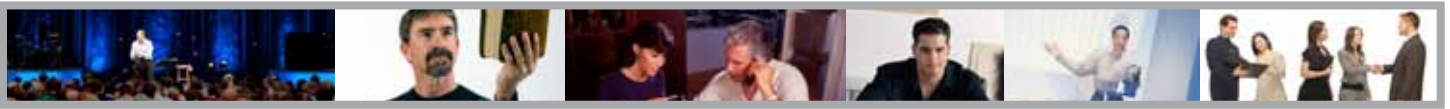


Building a Job Transition Ministry



That Impacts Your Community



Building a Job Transition Ministry That Impacts Your Community

"Share each other's burdens, and in this way obey the law of Christ."
- Galatians 6:2



Job seeking is a difficult task that challenges one's emotions, motivation and skills. There are numerous books and online resources readily available to guide the job seeker. But for most individuals using these resources alone is daunting, extremely difficult and not very effective.

When job seekers gather in community instead, they can learn, share and work together for the mutual support and faster re-employment of everyone involved.

An effective job transition ministry serves to equip, encourage, guide and support job seekers through their job-seeking journey. This guide is one framework for building a ministry that impacts your members and potentially, the community around you.

Equip

Encourage

Support



Engage Your Pastor and Leaders

A job transition ministry can engage your church leadership in visible and supportive ways without requiring significant additions to budgets or staffing.

Engaging church leadership from the beginning honors the role of the leaders in your church, ensures greater success for your ministry through volunteer support and delivers a strong message to the congregation about supporting individuals in the body of Christ.

• Prepare a Proposal and a Basic Strategic Plan

Leaders are strategic by nature, and are more likely to buy into a project when you can demonstrate a Proposal that includes a Plan that lays out structure and strategy and outlines how details will be accounted for and delegated.

A Strategic Plan doesn't have to be complex, but it should clearly include the **“Why, What, When, Where, and How”** of your ministry.

Here are a few key Strategic Plan elements:

• WHY: The Numbers Demonstrate the Scope of the Opportunity

- To demonstrate the scope of the opportunity take your local unemployment number and make a simple estimation of the number of unemployed in your church. Expand that number to include job seekers in the community surrounding your church.

• WHY: The Challenges of the Re-employment Process

- **Job transition impacts the emotional, spiritual and financial condition** of an individual, their family and their church community in a number of ways.
- **Job loss affects the job seeker's feelings** of self-worth and confidence, making it challenging to communicate one's skills, strengths and skills in a positive way.

10% Unemployment



Job Loss = Major Stress

As crises go, unemployment is a great equalizer, and offers an incredible outreach opportunity within your community.

Offer a warm welcome.



- **Job loss stresses a family's financial condition** and many times leads to significant loss of status, homes, cars and other possessions.
- **Job loss also affects individuals spiritually** as they seek to understand God, His place in their situation and their relationship with Him.
- **Job seekers are not typically experienced at the job search process**—and job search skills and tools change over time. They need to learn and update these skills in order to employ the most effective methods.
- **Job loss typically impacts tithing**, which impacts the income of a church.

• WHY: Identify Outreach Opportunities

As crises go, unemployment is a great equalizer, and offers an incredible outreach opportunity within your community.

Be on the lookout for reported layoffs within an industry, a particular profession, or at a particular company, and extend to those job seekers an invitation to engage with your group.

What a great, tangible way to love and connect with your community!

Individuals who might never come to a church service will come to a job transition group. Remind your leaders of this.

And as you interact with job seekers, be sensitive to the fact that not everyone who comes to your meetings will necessarily be from your church or attend church.

Our recommendation: don't preach, but DO offer a warm welcome, give practical help and advice, and pray with and for individuals if they are open to it.

• WHAT: Outline Your Ministry Structure

Three major elements of a job transition ministry include:

- A Weekly Meeting
- Teaching Job Skills
- Networking Night



An ongoing weekly meeting for job seekers in transition is the core necessity for an effective job transition ministry.

1. A Weekly Meeting:

An ongoing weekly meeting for job seekers in transition is the core necessity for an effective job transition ministry and provides a regular community of support for job seekers. It is the place they are encouraged and taught, and where they most readily practice, network together and act in accountability with each other.

Ideally, the weekly meeting should occur at the beginning of the week for 1 – 3 hours depending on your structure and agenda. We have found the greatest participation and success by holding our weekly meeting from 9 am to 12 pm on Monday morning.

These weekly meetings require the largest amount of ongoing investment in terms of volunteer time and effort. You will want to be sure to secure your meeting space, develop your promotional materials and recruit a strong volunteer staff before you begin meeting.

Elements of an effective weekly meeting include:

Spiritual encouragement

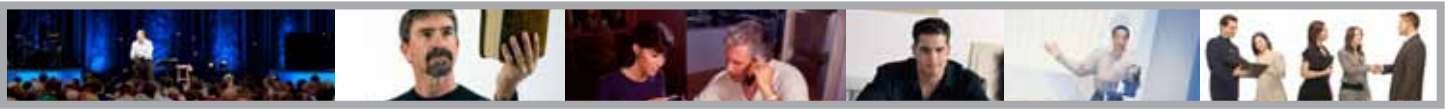
Encouraging job seekers through a short devotional helps them in their relationship with God and shows them scripture that strengthens their walk and faith as a Believer.

Networking

As job seekers communicate with each other they improve their verbal skills, they become interested in one another's target job/industry and are motivated to scout for opportunities for one another as they conduct their own job search. Spending time together regularly builds stronger relationships and the sense of community.

Teaching

One of the goals of the weekly meeting is to build community by encouraging positive interaction and participation for the job seekers. Introduce new information, new tools or skills in a way that engages the job seekers in exercises that reinforce the teaching.



One of the goals of the weekly meeting is to build community by encouraging positive interaction and participation for the job seekers.

Give your **BEST**

Practice

Provide practice for the job seekers' personal introduction, informational interviews and job interviews. Participating and observing will build the confidence of the job seeker and the group.

One-on-One Coaching

Job seekers can get stuck emotionally and tactically. One of the strong attractions of meeting regularly is the opportunity to talk one-on-one with a coach. Coaching is defined as listening, affirming the current situation and then helping the individual to see, decide on and commit to actions.

Job seekers often struggle emotionally and may become seriously depressed. This is not uncommon. **Counseling and/or therapy are beyond what you should be providing.** Referrals should be given for pastoral counselors or outside licensed professional therapists who can assist.

Accountability and Daily Effectiveness

Accountability improves performance and effectiveness because job seekers do not typically organize actions for finding the next job in the most effective way.

Small Groups

Encourage job seekers to form smaller groups that meet separately outside of the weekly meeting.

Deepen relationships and accountability of those in the group by having each member participate at every meeting with the following:

- **Background:** Practice your personal introduction each time.
- **Effort:** What did you do? What goals and actions for this week?
- **Struggles:** What would you like prayers for?
- **Thanks:** What are you grateful for?

Small group leaders can provide guidance on suggested weekly actions and goal setting. They will want to encourage smaller size goals that can be met with good effort and thus build on success not failure.



2. Teach Job-Seeking Skills:

Areas of job seeker skill-building and teaching should primarily cover resumes, communication skills, networking and interviewing.

Teaching can be incorporated into the ministry in a number of ways, depending on the size of your program and the teaching resources available to you:

- Inviting special speakers in specific topic areas to the weekly meeting.
- Providing occasional full-length workshops in place of a weekly meeting.
- Providing a series of workshops at night over several days. We do a four-night workshop comprising ten hours of teaching and interaction.
- Partner with another church or community group to jointly bring in speakers and potentially provide networking opportunities between the groups.



3. Networking Night:

Networking Night is a periodic “mixer” designed to connect job seekers with individuals who work in local organizations and who attend the church or are part of the community.

This is not a job fair where organizations send representatives with brochures, jobs and job application forms. Networking Night is about creating safe space for job seekers to mix with employed networkers and practice their newfound skills. The results? New connections, informational interview opportunities and potential jobs.

We hold a networking night about every eight weeks AFTER we have engaged in several weeks of intensive coaching and teaching with our job seekers. We find that holding the event at night ensures better attendance for the business people volunteering their time.

Before we allow job seekers to attend a networking night, we require them to first qualify themselves by demonstrating to one of our ministry leaders that they have the basics of professional networking tools: a business card, a targeted resume, and a refined personal introduction.



We ask both job seekers and business people to come in professional attire. For most that is “business casual” or better. We say “Wear what you would wear to an interview.”

• WHAT, WHERE & HOW: Be Clear About What You Want/Need

Regardless of the size of your church, be clear about what you want and need from your leaders in order to implement your strategy and tactics. Here are some typical wants and needs—yours may vary:

- Commitment to support the ministry in general and job seekers in particular.
- Physical space/location in which to hold regular weekly meetings
- Promotional time/verbal announcements in the service
- Promotional space in the church service program
- Congregational involvement
- Approval to get started
- Minimal budget if necessary (the ministry can be self-supporting with donations)



Budget & Costs

There are modest ministry costs depending on selections you make, and the size of your group.

1. Workbook (3 ring notebook) – about \$10 per person
2. Assessment testing – can be \$10 - 35 per person
3. Coffee or water per meeting
4. Video projection unit
5. Meeting supplies – notepaper, pens, flip charts

Job seekers will value the program more if they have some financial stake. There will be job seekers who do not have money to pay for the program. You may want to scholarship them and ask them to volunteer with the ministry.

One approach to budgeting for your program is to create your fee for the program based on the actual cost of supplies. Getting church budget or partial donations (such as water and coffee) or sponsors for scholarships can help reduce the net costs so you can offer a reduced fee.

Job Seeker Stake
is Important.



ID	Task Name	Jun 2022				Jul 2022	
		6/15	6/22	6/29	7/6	7/13	7/20
1	Plan structure						
2	Recruit Volunteers						
3	Define content						

• WHEN: Set up Next Steps, Milestones and Timeline

Transitioning from strategy to implementation requires intentionality around next steps, milestones and a timeline.

***Next Steps:** Depending on the initial response to your proposal, list anticipated next steps to be implemented, in order of priority.

***Milestones & Timeline:** Break down each prioritized “next step” into its smaller components and plot along a timeline. Distribute the plan and deadlines to everyone involved and create alignment around next steps.

• HOW: Discuss Fears and Benefits Openly

Any change can naturally bring up fears, and it is better to openly discuss any fears you, your leaders or your volunteers have regarding the new ministry—as well as outlining the corresponding potential benefits—right from the start. Literally list the fears and benefits side-by-side on a sheet of paper or on a whiteboard then work out any next steps necessary to mitigate the fears and amplify the benefits.

A few potential benefits:

- Spiritual strength and depth for the individual and community.
- Greater potential for future job satisfaction and greater self-confidence in job seeking skills.
- Support for families in crisis.
- Community outreach opportunities.
- Employers benefit through access to better prepared job seekers.
- The sooner someone is re-employed, the sooner they are likely to resume tithing and giving.

• HOW: Ask for Approval and Commitment

Be sure to plan the time it typically takes for approval in your church into your overall timeline for implementation. Be willing to hear their concerns and make adjustments accordingly. And don’t assume that approval necessarily means 100% commitment to the program.

Lasting Impact



Having job seekers share their success as they are hired encourages everyone along the way.

Some areas you may need to have approved:

1. Launching the ministry with the church and community.
2. Providing minimal financial support.
3. Use of church facility, renting community facility.
4. Promoting the ministry to congregation.
5. Any community-based partnerships/affiliations.

Keep the vision for the ministry in front of yourself and others constantly, remembering that commitment from leadership and volunteers will need to evolve as the ministry grows and changes.

• HOW: Measure Progress, Report Back, Tweak as Necessary

To maintain enthusiasm and momentum, you will want to measure the progress of your goals, report back to your leaders and your team, and make adjustments as you go along.

Having job seekers share their success as they are hired encourages everyone along the way. Seeing the overall number of re-employed job seekers is a great way to connect everyone to the outcome and vision of the ministry. We include a running total in every ministry communication, and report it at every staff meeting.

• HOW: Stay Encouraged: Learn from Failures and Celebrate Success

It's been said that one of the most important things we do as leaders—and this is true of job seekers, as well—is to stay encouraged. If we lose hope we can't inspire others and we will typically not implement what we've planned. A lot is at stake for the job seeker, requiring risks to be taken, and faith to be exercised. As a result, failure (or the perception of failure) will occur, along with successes.

To keep you and your ministry team healthy and focused, seek to always improve. Be open about learning from job seekers, learning from failures and celebrating success. It models a way of worship and gratitude for all God provides along the job-seeking path.



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Engage Your Volunteers

Volunteers are critical in any ministry, and in a job transition ministry skilled volunteers and/or staff members are absolutely vital. Recruit accordingly!

Types of Volunteers or Staff Members Needed:

Leaders

- * A Visionary/Strategic Leader
- * An Implementation/Logistics Leader or Coordinator.

Communicators

- * Communication/Marketing/Website
- * Social Media/Online Forums

Job-Seeker Advisors

- * One-on-One Coaches

Ideally, coaches should have some skills or professional background in life coaching, career coaching, job transition, human resources, hiring manager, etc.

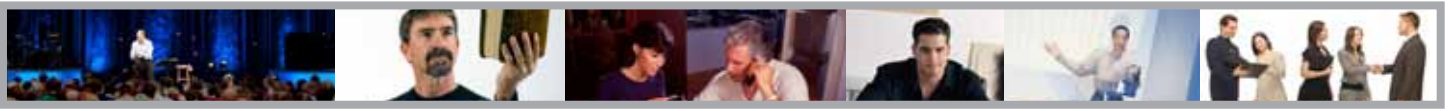
Note: Self-employed or retired individuals tend to be more readily available for early morning weekday meetings.

- * Small Group Leaders

These can be skilled facilitators and/or trained volunteers

- * Workshop Leaders or Special Speakers

These leaders should have expertise in the areas of job seeking. Your coaches may also be a good resource



If your volunteer base is limited, consider partnering with another church or community group to access the expertise you need.

Resource Assistance

*Marketing & Communications: communicating to the congregation, the job seekers and the community.

*Professional Resources: Speakers, therapists, counselors, pastoral counselors

*Job Opening Awareness: Board/Forum (like Big Tent, LinkedIn)

*Resource Manager—someone to book speakers, track resources and successes.

If your volunteer base is limited, consider partnering with another church or community group to access the expertise you need.

Volunteer Characteristics

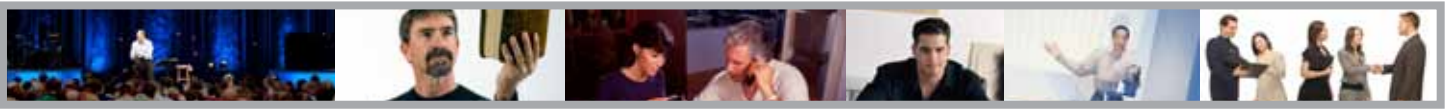
Mature, empathetic, sensitive, intuitive, humble, inspiring, facilitator-type individuals tend to work most effectively with job seekers.

Include your volunteers in the development and expansion of your ministry

Fully leverage the insight and expertise of your volunteers as you develop and expand the ministry.

Appreciate your volunteers

Celebrate the involvement of your volunteers on a regular basis.



Engage Your Job Seekers

Job Seeker Motivators

- **Community:** Most job seekers will identify with the challenge of doing the job search alone and will welcome the opportunity of a supportive community or one-on-one coaching.
- **Resume Help:** Job seekers will typically first seek help with their resumes. This is a good opener to explain how much more the ministry will do for them.
- **Updating Skills:** Job seekers tend to feel overwhelmed with where to start first on updating or validating their skills and will often seek help accordingly. Others may become demotivated and need extra encouragement.
- **Spouse or Friends:** When a job seeker becomes increasingly de-motivated, it is often their spouse or friends who encourage them to participate.
- **Affordability:** Commercial programs are available at a much higher cost, typically \$1000 – 2000 or more. Because our coaching and teaching services are provided on a volunteer basis, the cost for tangible supplies for our program is approximately \$30 per job seeker. We charge \$20 to the job seeker, and our church subsidizes the rest. Your costs will vary.

Creating Awareness

Begin by first creating detailed information about the ministry on the church website, and then create fliers, handouts and emails that drive the reader to the website for more information. Ideally you should create the content from the job seeker's perspective, targeting their wants and needs.

Request in-service verbal announcements to the congregation, and send an email that targets all adults.

Invite those who are job seekers to join. Suggest that others forward the email to the job seekers they know. Publicize the ministry to area newspapers, community groups and online resources.





Utilize an online forum for regular communication within the job-seeking community.

Encourage job seekers to share their job seeking successes and stories.

Developing Trust

Trust is earned over the long haul and is especially important in this ministry, as job seekers are often in pain and feeling desperate. As you walk with job seekers week-in and week-out and help equip them for their job search, you will develop trust over time.

Staying in Touch

Utilize an online forum for regular communication within the job-seeking community. Job seekers will have questions that may benefit others. And you will receive information about jobs that you want to distribute.

Online Group Forums

Start by creating a church career coaching or job transition group on LinkedIn. LinkedIn is the most important online networking tool for business and job seekers. Getting all of your job seekers in this group allows them to see relationships among others in the group.

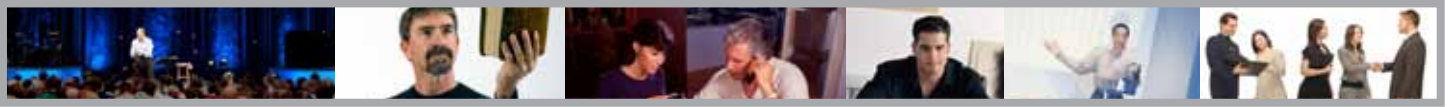
All of the search engines/websites below offer free groups capability and the ability to have discussions. Discussions provide the method for asking questions or sharing information amongst the group. All can contribute or comment.

- **Yahoo**
- **Google**
- **BigTent**
- **LinkedIn**

Yahoo, Google and BigTent provide calendar, event invitation and file storage capabilities.

Celebrate Success

Encourage job seekers to share their job seeking successes and stories—large and small—and celebrate them regularly. Keep a running total of the number who are re-employed as a way of creating ongoing awareness and celebration.



Give Back

Establish from the beginning a culture of gratitude, with job seekers being expected to “pay it forward” and give back to their community. They can do this by volunteering for the ministry, encouraging and celebrating one another’s successes, bringing in hidden jobs and building awareness about the ministry.



Engage Your Congregation

Champion from the Front

Consistent championing from pastors and other up-front leaders goes a long way toward helping the ministry gain momentum.

Remind Them of the Need

In today's economy it's likely that most every member knows at least one job seeker, and yet it's good to remind them of the need via success stories, video clips, ministry table information, program announcements, emails and fliers.

Request Specific Help:

• Recruit Volunteers, Provide Job Information

Use in-service announcements, bulletin inserts and email appeals to recruit for volunteers and to remind members to provide new job opening information.

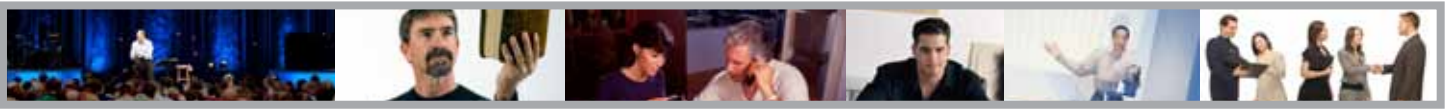
• Networking Night (mixer)

One of the big challenges for a job seeker is networking. The Networking Night is a mixer where you ask church members who work in local organizations to come meet job seekers as a Networker.

The role of the Networkers is to provide feedback regarding the job seekers communication, encourage the job seeker and provide connections to information interviews or job opportunities.

Celebration of Success

When appropriate, involve the congregation in announcements and celebration of significant ministry milestones.



7 Key Job-Seeking Principles

1 - Grow Your Relationship with God

“We plan the way we want to live, but only God makes us able to live it.”

“Put God in charge of your work, then what you’ve planned will take place . . .

We plan the way we want to live, but only God makes us able to live it. ”

—Proverbs 16:3, 9 The Message

Job transition offers a key opportunity to grow in relationship with God. A Job Transition ministry provides an incredible incubator for spiritual depth and growth for those who choose to embrace the uncertainty of transition.

2 – Identify Passion

As a job seeker begins this journey it is vital to self-confidence and to communication with others to identify areas of passion that can translate to work. By connecting to their passion and their “why” for doing what they do, the individual will be more animated and engaging when discussing a job opportunity, and more discerning in choosing which job opportunities to pursue.

Aligning the relevance of the job seeker’s passion to the needs of the employer is key.

Just identifying with a passion or being passionate isn’t enough, however. Aligning the relevance of the job seeker’s passion to the needs of the employer is key. This will often require the assistance of an objective third party such as a Job Transition Ministry coach.



3 - Success Stories

Success stories are vital for many reasons, especially during interviewing and networking. Success stories are a memorable way to intrigue the listener, help highlight skills, build confidence, and communicate how a particular success was achieved. The following elements comprise every success story:

- **Situation** – What was going on at the time, what was the problem?
- **Action** – What action was taken to correct the problem or make improvements?
- **Role** – What role did the job seeker play in this situation?
- **Results** – What was the outcome? Value statements are OK. Quantitative results are best.

4 - Focus on a Target Position

Focus on a clear target job creates efficiency for the job seeker by providing a filter of sorts to screen out jobs and industries that do not fit. Focus also helps them better communicate the value they offer and the type of position they are looking for as they network.

That said, job seekers are often afraid to narrow their focus out of desperation for a job and/or fear of the uncertainty of what they might miss out on. Ironically, they will miss connections and opportunities when they are not focused, as people have a difficult time helping someone who is desperate and unfocused.

5 – Networking

Research and experience has shown that networking is the most effective job search technique. Networking involves connecting through and with people—resulting in new information, relationships and the discovery of hidden jobs.

Over 80% of available jobs are never published in public media of any kind—these are “hidden jobs”. It is natural for hiring executives and managers to look within the organization, talk with peers and meet with individuals introduced to them by associates. This reduces hiring risk, the cost of recruiting and the time required to review, interview and hire. These jobs are found through networking.

Bottom line: Job seekers will be more effective if they spend a majority of their time networking.

Over 80% of available jobs are never published in public media of any kind.



Informational Interviews

Informational interviews are a key tool of networking and one of the best ways to help the job seeker narrow down their target job or industry while meeting people who may be able to assist in their job search.

In an informational interview the goal is not to apply for a job but to learn more about an industry, an organization or a job through insightful questions. That said, many times an informational interview will result in a connection or idea that leads to a job opening.

6 - Targeted Resumes

Job seekers naturally start with the idea that they need a resume or need their resume reviewed. This activity should preferably wait until the individual has identified their passion, their targeted job/industry and some success stories. The resume will be stronger as a result.

While there are many books and resources on resumes and how to write resume, here are four fundamental types of resume for a job seeker:

1. **Base resume** – This resume contains all of the information about an individual.
2. **General resume** – This resume highlights the best skills and passion of an individual for their target job.
3. **Customized resume** – For every job opportunity the resume should be customized with skills, experience and accomplishments that best show the job seekers attractiveness to be considered for the organization or a job.
4. **Online resume** –Resumes may need to be posted online in response to some opportunities. Some will accept a text or pdf document. Most will provide a format that must be completed online.

7 – Looking for Work is a Full-time Job

When job seekers treat job transition as a full-time job, they are much more likely to be successful. Having a job transition ministry meeting to attend at the beginning of the week is a great incentive and accountability structure.



This accountability encourages the job seeker to show up on time, to dress professionally, to organize their day, plan their activities, research industries/companies/jobs, market themselves appropriately and be ready to meet with new connections and/or interview at a moment's notice.

Resources

There is a wealth of resources in printed media or on the Internet. They all discuss the same basic principles of an effective job search. Suggested resources are:

- *What Color is Your Parachute* by Richard Bolles
- *Resume Magic* by Susan Whitcomb
- *Job Search Magic* by Susan Whitcomb
- *Interview Magic* by Susan Whitcomb
- *Cover Letters For Dummies*
- Internet Google Search

Assessment Tools:

- **O*NET OnLine** – www.onetonline.org - has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more! The green economy is changing tasks, skills, and jobs across the country. Discover important information for over 100 occupations going green.
- **Elevations Online Career Assessment** - <http://www.elevateyourcareer.com/> - an online career assessment for career changers and job seekers. The Elevations assessment can be purchased online via this website and taken independently or you can call us to assist with the interpretation of your results. It identifies your top values, most enjoyable skills, careers that suit your interests and a highly accurate personality profile. Elevations includes a full one year subscription that allows you to update your action plan and re-visit your profile as many times as you like.
- **Spiritual Gifts Test from Church Growth Institute** - <http://www.churchgrowth.org/analysis/intro.php> - a free testing to identify spiritual gifts. This can be helpful in seeing where God has gifted the job seeker.



- **Checkster Talent Checkup** - www.checkster.com: Request FREE, constructive, confidential feedback on your work performance from the peers and colleagues that know you and your talents best. For some individuals this can be very helpful in identifying and reinforcing knowledge of ones skills and strengths.

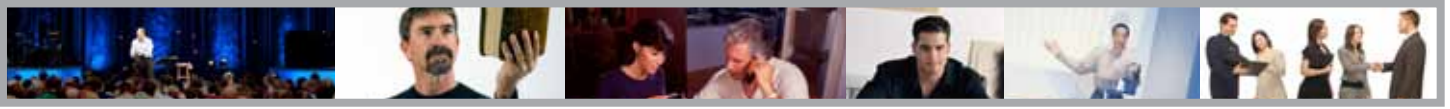
Networking and Research

- **LinkedIn** - LinkedIn is a business-oriented social networking site. It is mainly used for professional networking. LinkedIn has more than 60 million registered users
- **Jigsaw** – A user-contributed place where you can identify who you need to reach when you want. The site contains over 24 million complete business to business contacts that are refreshed by over 1.5 million members.
- **Search Engines** – Google, Bing & Yahoo
- **Reference USA** - Reference USA is a detailed listing of 10.5 million businesses with the ability to search by company name, type of business, geography, business size and more. It is generally made available to job seekers through the local city or county library.
- **Facebook** - Facebook is a social networking service and website. As of January 2011, Facebook has more than 600 million active users.
- **Twitter** - Twitter is a social networking and micro-blogging service that allows you answer the question, “What are you doing?” by sending short text messages 140 characters in length, called “tweets”, to your friends, or “followers.”



Job Websites

- **Monster.com**– one of the largest job sites with resume and interviewing tips. Companies post jobs on Monster. Search techniques can track new opportunities.
- **Indeed.com** - Indeed is the leading specialized search engine, focused on job postings. It collects links to job postings from many sources.
- **USA.Jobs** – The Direct Employers Association, non-profit HR consortium of leading US employers, sponsors the Jobs sites as an effort to provide lower cost, more consistent and more efficient job postings for its member organizations.
- **Job sites for older workers** – www.aarpworksearch.org, www.workforce50.com, www.primecb.com and retirementjobs.com
- **State and Local Government** job websites
- **Company** Job Websites
- **Craigslist.com** – Craigslist is a centralized network of online communities, featuring free online classified advertisements with sections devoted to jobs.
- **Dogpile** – www.dogpile.com – This is a meta search engine that searches through the main search engines of Google, Yahoo, Bing and Ask and compiles the results for the user.



Appendix

Basic tools needed for each Job Seeker

- Email address
- Business cards
- LinkedIn account
- Reference USA through public library
- Contact management methods – who, when, what, follow-up date
 - Notebook
 - Files
 - Computer spreadsheet
 - Jibberjobber – free job seeker contact management web site – www.jibberjobber.com

Communications Tools For each Job Seeker

Personal Introduction

The Personal Introduction succinctly answers (within 30 to 60 seconds) the questions of “Tell me about yourself”, “What are you looking for”, or “How can I help?” that occur in normal conversations.

The goal of the introduction is to communicate the difference that the job seeker makes in a way that is perceived as relevant and compelling to the listener.

We encourage job seekers to develop each component of their introduction separately and to look at introducing themselves as a conversation, versus a speech or monologue. The components of this introduction include:

- Who you are and what your passion is
- The results your passion in action offers a potential employer
- What kind of position you are looking for.

By creating a modular approach, the job seeker is prepared to respond more naturally, no matter where or how the conversation begins.

Success Stories

Success stories are vital for many reasons, especially

The goal of the introduction is to communicate the difference that the job seeker makes in a way that is perceived as relevant and compelling to the listener.



during interviewing and networking. Success stories are a memorable way to intrigue the listener, help highlight skills, build confidence, and communicate how a particular success was achieved. The following elements comprise every success story:

- **Situation** – what was going on at the time, what was the problem.
- **Action** – what action was taken to correct the problem or make improvements.
- **Role** – what part did the job seeker play in this situation.
- **Results** – Value statements are OK. Quantitative results are best.

Resumes

The role of the resume is not to get the job seeker hired, it is to help the job seeker gain an interview.

Those who review resumes typically spend less than 30 seconds on the first read. That means the important elements of a job seeker's skills, experience and qualifications should be at the beginning. Then the resume can be formatted as either a chronological or a functional resume.

Chronological resume - A chronological resume is the kind of resume that recruiters and hiring managers see most frequently. It starts with a career objective (which states the type of job you are seeking) or professional summary (which summarizes your experience) at the top and, in reverse chronological order, presents skills and responsibilities organized by job title.

The Chronological type of resume is great for those who have a stable work history with limited gaps in employment. It emphasizes each position, the skills used during that particular role, and accomplishments.

Functional resume - A functional resume is organized to focus on a job seeker's skills, capabilities and accomplishments. The functional resume is used to demonstrate what you can do and your overall knowledge and experience to date. Specific job history may be listed separately from the skills & experience portion, or not be listed at all.



A benefit of the functional resume style is that you can showcase skills and knowledge from both employment and volunteer work. Like the chronological style, a functional resume starts with a career objective or professional summary. The body of the resume showcases three to five skills you have, including proficiency, accomplishments and achievements related to the skill.

This type of resume is great for job seekers who are preparing to change careers, have unclear career paths or are new graduates with limited work experience.

Resume principles and checklist

- Keep formatting and look clean (only one font type) for easy readability
- One to two pages (not front and back)
- Accomplishment/results-oriented
- Informative regarding skills
- Include
 - Professional experience/history
 - Education – optional on graduation year
 - Certifications or licenses
 - Relevant associations or affiliations
 - Military service
- Avoid
 - References
 - Salary
 - Personal activities and hobbies that are not relevant
 - Demographic information – race, sex, religion, age

Cover letters

The role of a cover letter is to hook the reviewer to read the resume, and to include details that the job seeker may want to highlight from the job ad or their resume.

While there can be preferences in some organizations concerning cover letters it is still a good practice to write a cover letter to a specific individual when sending your resume.



Be a 90% Fit

Always say
"Thank You"

A cover letter provides the opportunity to refer to the specific job opportunity, perhaps some key requirements and a short summary of your qualifications for the position. There are many examples available on the Internet of good and bad cover letters.

Job Qualifications Assessment

We recommend that job seekers only apply to positions for which they meet at least 90% of the qualifications. Here is a **Sample Job Assessment**

Job Requirements	Your Qualifications
Healthcare Experience	6 plus years with Baxter
Manufacturing Experience	3 years in manufacturing
Sales experience – minimum 2 years	5 years in sales
University Education	Bachelor Degree – Mississippi State
Excel & Word Proficiency	Microsoft Office Certified

Thank You Notes

A thank you note allows the job seeker to express appreciation and provides an opportunity to make one more positive impression. Thank you emails can be used, though a handwritten thank-you note stands out, and will almost always be opened and read.



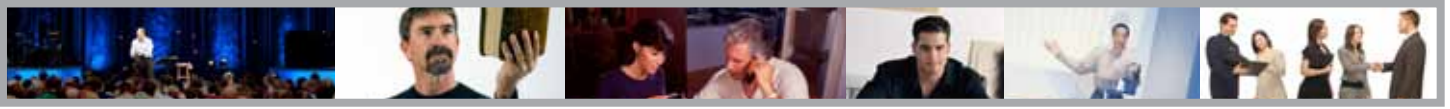
Interview Preparation

Interviewing is a two-way conversation to determine if there is mutual interest between the employer and the job seeker. The job seeker's goal is to communicate their strengths and to discuss their contribution toward the employer's goals.

The job seeker prepares best for an interview by doing the following:

- Complete a job qualifications assessment (above)
- Research organization – mission, values, products, organization
- Research industry – trends, forecasts, issues
- Identify key statements or words used by the organization
- Identify, prepare, rehearse and refine relevant success stories
- Prepare open-ended questions
- Prepare examples of team work, technical skills, budget management, people management/skills and other applicable job-related experience.

Interviews will normally be focused on behavior/experience – situations encountered in the past & actions taken. There are typical behavior/experience questions available in many places on the Internet.



Basics of a Job Search Plan

We strongly encourage job seekers to write out a plan for their job search, and to update it as they go. How the information is managed (spreadsheets, calendars, lists, matrix, etc.) can be tailored to the individual's style.

More than a list - A list of goals and/or skills or a "to do" list without specific milestones (what will be done by when) and timelines/deadlines is just a list, not a plan.

The basic components of a job search plan include:

GOALS: What you want to do.

TIMELINES: When you want to do it.

MILESTONES: How progress is measured.

TACTICS: What you will do.

TARGET MARKET: Who will help.

PLAN B: What will you do in the meantime?

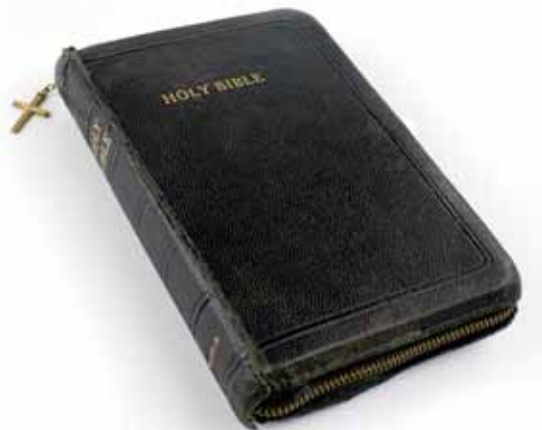
Interim cash flow ideas

Part-Time jobs, Temp jobs

Internships

Education & Training

Update credentials



Some Basic Spiritual Principles for Your Job Search

Remember who God is:

- He is God the Father - Genesis 1 and 2, Psalm 8, Psalm 19.
- He is God the Son, Jesus Christ - Colossians 1:19, Galatians 3:13, Luke 19:10; John 14:1-6, Acts 4:12
- He is God the Holy Spirit - John 14:15 – 17, Acts 1:8, Romans 8:26 and 1 Corinthians 3:16?

Remember Who You are:

- Your life is a Gift to you from God and you are a VIP (Very Important Person) created in the image of God - Genesis 1:1, 27
- God knows everything about you - Psalm 139:13 – 17a
- God offers to help as you - Jeremiah 33:3, Psalm 27:1 and 1 Peter 5:6

Remember Whose You are

- John 3:16, 17, 1 Peter 1:3, John 5:24, 1 John 5:13

Remember God's Commands and Promises

- Proverbs - 3:5, 6, Jeremiah 33:3, Matthew 6:33, Philippians 4:19, John 15:7, Philippians 4:13, Philippians 4:6, 7

Remember your awesome privilege and responsibility to choose

- Joshua 24:14 – 15, Psalm 25, Matthew 11:28, 29, Joshua 1:8, 9 and Psalm 119:9 – 11, 105.

Remember your job is to bring glory to God

- 1 Corinthians 10:31 and 1 Peter 1:13 - 16.



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